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## Film & Photography Procedures

Commercial filming is defined as digital or film recording of a visual image or sound recording by a person, business, or other entity for a market audience, such as for a documentary, television or feature film, advertisement, or similar project. All commercial Filming requires a Special Use Permit.

Still photography activities require a permit only when the activity takes place at location(s) where or when members of the public are generally not allowed; or the activity uses model(s), sets(s), or prop(s) that are not a part of the location's natural or cultural resources or administrative facilities; or the park would incur additional administrative costs to monitor the activity; the park needs to provide management and oversight to: avoid impairment or incompatible use of the resources and values of the park, or limit resource damage, or minimize health or safety risks to the visiting public.

News coverage does not require a permit, for either filming or still photography, but is subject to time, place, and manner restrictions, if warranted, to maintain order and ensure the safety of the public and the media, and protect natural and cultural resources.

Special use permits will be issued only after the National Park Service (NPS) determines that the proposed project will not impair National Park Service values and resources. The Office of the Chief Ranger evaluates all proposals for filming/photography projects in the Herbert Hoover National Historic Site. Listed below are a few things you will need to know about planning a project in the Park.

**Event Scheduling:** The Office of the Chief Ranger maintains a calendar of special events held in the park. All new requests for event dates are issued on a first-come, first-served basis up to one year in advance. The NPS issues a number of Special Use Permits on an annual basis, such as West Branch Hometown Days, West Branch Chamber of Commerce Concert Series, and Hooverfest. The NPS will not issue Special Use permits for sites already affected by annual events.

**Consultation with an Event Specialist:** The first step towards obtaining a special use permit is contacting the Office of the Chief Ranger to discuss your event plans, date availability, and National Park Service regulations.

**Permit Application:** Please use the link above to download the correct application form. The form requires that you include either a tax ID number (if an organization) or social security number (if an individual). This number is required by 31 USC 7701(c) from a person or organization doing business with the federal government. This number will be used by the federal government to collect and report delinquent debt.

**Administrative and Management Costs:** The National Park Service is required by law to recover the cost of providing goods, resources or services to support or facilitate special park uses. Administrative costs are determined by the type of permit sought by the applicant. Large events, which create significant impact on park resources or require additional NPS personnel for public safety or traffic control, may also incur additional management costs.

**Location Fees:** All commercial filming permits and still photography permits are subject to a location fee. The location fee is calculated per day and must be based on the following schedule. The fee is determined by the type of activity (commercial filming versus still photography) and the number of people on park lands associated with the permitted activity.

Motion Picture/Video		Commercial Photography	
1 – 10 People	\$150/Day*	1 – 10 People	\$50/Day*
11 – 30 People	\$250/Day*	11 – 30 People	\$150/Day*
31 – 49 People	\$500/Day*	Over 30 People	\$250/Day*

\*2006 NPS Location Fee Schedule

**Certificate of Insurance:** The National Park Service requires a Certificate of Insurance, listing the United States as "additionally insured" for the date(s) of the event or activity. This liability coverage includes operations, personal injury, product liability, property damage and loss, and other necessary categories to be listed in the permit (range: \$1,000,000 to \$5,000,000).

**Security Deposit:** For high impact events, permittees must post a bond payment (a cashier's check) made payable to the National Park Service. The bond amount is based upon projected number of attendees and level and scope of event activities. The deposit is refundable unless it must be used (in whole or part) for site cleanup, trash removal, or property damage.